

**PRESENT:** Jenn Bagley, Jana Cante, Bruce Cranstoun, Jenny Ferreira, Jessica Holbrook, Taylor Kopec, Jeremy Miller, and Aneta Neighbors.

**PERSONNEL:** *Interns:* Arielle Burdulis.

**NEW BUSINESS:**

- **Jamaica Plain Laboratory.** As of August 30, 2012, the Drug Laboratory located at the Jamaica Plain facility is closed until further notice. Effective Tuesday, September 4, 2012, all submitting agencies that use to submit to Jamaica Plain are advised to deliver evidence to the State Police Crime Laboratory located at 59 Horse Pond Road, Sudbury. Departments are directed to contact the State Police Evidence Control Unit to schedule their delivery. For information on evidence delivery times and schedules please contact (508-358-3155). To facilitate this transition the State Police Crime Lab will hold two one-hour information sessions, between 10 am - 11 am and 1:00 pm - 2:00 pm Monday, September 10th at the Maynard Forensic and Technology Center located at 124 Acton Street, Maynard MA. The State Police Crime lab will also hold a one-hour information session, between 10 am -11 am Wednesday, September 12th at the Acton Police Department (371 Main St., Acton).
- **Friday Appointments at HPR.** On Fridays, we will highlight any CRIM returns in YELLOW and any DRUG returns in any non-yellow color in the appointment book to differentiate them.
- **Scene Evidence at Satellites.** Scene responders are encouraged to submit crime scene evidence to HPR if the appropriate drying cabinets are not available at the respective location. Also, using the drying cabinets vs. fuming hoods is recommended.
- **CSSS Boston.** Jana mentioned that all unidentified deceased cases submitted by the OCME are considered rush requests and must be assigned to a Trooper who is able to complete the work within a timely manner. Jana references their schedules, which is posted at each of their desks, as well as on a huge white board in the Sergeant's office. If a trooper is on vacation, she will not assign them the case. All other cases can be assigned according to who is next on the list to receive one.
- **Firearms Submission in Danvers.** Firearms can be submitted to the Danvers facility up until 2:00 pm. Please always check with FIS to make sure a Trooper will be available to render the weapons safe.
- **"CRIM" Assignments:** a reminder that we should only be creating "CRIM" assignments for sexual assault kit cases, possession cases and cases where there is food submitted. When you create the "CRIM" assignment please assign it to Analyst, "ACTIVE".
- **Double Packaging a Bag.** Refrain from double packaging a bag if possible. If the submitting agency provides you with an acceptable bag please verify that the agency sealed the container and receive it as is. Don't feel like you have to place the bag into another bag and seal it yourself. The reason for this is the examiner's protocol states they document each seal prior to analysis, so this will help expedite the examination process.
- **Control Swabs.** A reminder to tell the submitting agencies, if a control swab is submitted it should be listed separately on the submission form and in LIMS. Also, if swabs are packaged separately and/or collected from different sources or areas, the submitting agency should list the swabs separately on the submission form and we should list them individually in LIMS. On the contrary, if they were packaged together and/or collected from the same location, the agency should list swab (quantity) and we should create one item in LIMS and use the quantity field.
- **Evidence Seals.** Avoid breaking the evidence seal created by the submitting or investigating agency. If for some reason the container needs to be opened to document the contents, the submitting agency should break the seal and conduct the appropriate inventory. If the agency opens the container they should reseal the container prior to submitting the evidence to the laboratory.
- **Evidence Manual Revisions.** The next version of the FSG Evidence Handling and Submission manual was sent to Kristen for review.
- **Protocols and Procedures.** If an examiner or supervisor questions the procedures you used when receiving a specific case please direct them to Bruce or Jeremy. Lastly, we should be following the same procedures at each site. Please report any protocol deviation requests made by non-evidence unit personnel to us so we can address accordingly.
- **KSTD Assignments.** When submitting known standards to the lab, please enter them under the category of "KSTD" instead of "CDNA". This applies to known standards submitted to the lab through the Evidence Control Unit and standards submitted or entered into LIMS by Crime Scene personnel. These standards should remain with ECU until requested for processing by the DNA Unit. The change was implemented in order to generate a weekly report capturing any new standards submitted to the lab for comparison to an existing case.
- **Long-Term Storage HSP.** LTS HSP's (both ECCR samples and normal LTS HSP's) will be stored in Sudbury until they are requested by DNA. Please refrain from sending ECCR samples over to Maynard. FYI - We are working on having the HSP packaging changed so that all LTS HSP's are the same size and labeled the same.

- **OUI's.** Enter suspects' address into LIMS for OUI cases.
- **Tool Mark Cases.** Please direct submitting agencies to Cathleen Morrison prior to scheduling appointments for tool mark comparisons.
- **Scheduling "Rush" Appointments.** In an effort to monitor our workload, please forward any requests from submitting agencies for a "rush" evidence submission to Bruce. Bruce will follow up with the respective analyst or supervisor to evaluate the request. Additionally, it is recommended that if an analyst or a FSG employee speaks with an agency concerning a rush evidence submission, the analyst or FSG employee should direct the agency to Bruce so the appropriate arrangements are made.
- **Scheduling.** The ECU has had several agencies arrive without an appointment. The agencies report that they spoke with an analyst or a FSG employee who advised them to bring in the evidence. In respects to our workload increasing, it is especially important that analysts and FSG employees who speak with submitting agencies to direct them to call for an appointment by calling 508-358-3155.

**NEXT MEETING: December 7, 2012 at 1:00 p.m.**

*Distribution of the minutes: Evidence Control Unit-assigned personnel, CLS Lead Supervisors & Technical Leaders, CLS & FSS Quality Assurance Supervisors, and FSS Commanding Officers & Supervisors.*